

JOINT FORCES HEADQUARTERS INDIANA
INDIANA NATIONAL GUARD
2002 SOUTH HOLT ROAD
INDIANAPOLIS, INDIANA 46241-4839



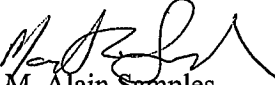
NGIN-PED-EDU

21 December 2010

MEMORANDUM FOR USERS OF TUITION ASSISTANCE

SUBJECT: Instructions and Authority to Accept Grades for Tuition Assistance

1. In accordance with AR 621-5, Continuing Education System, 6 Sep 09, grades for FTA-funded courses must be submitted within 45 days of course completion. It is the SM's responsibility to submit grades in a timely manner. If grades are not received within 45 days of course end date(s), the SM will be locked out of the system, unable to apply for further tuition assistance.
2. Only the Indiana Army National Guard Education Office has the authority to update grades in iMARC.
3. The INARNG Education Office, operating under the guidance of ARNG-GSE Federal Tuition Assistance Standard Operating Procedures, 1 Oct 10, will accept the following grade report documents from Service Members using FTA:
 - a. Official transcript hand carried or mailed to: Education Office, ATTN: Grades, 9301 E. 59th St, Suite 116, Indianapolis, IN 46216.
 - b. Unofficial transcript from SM's online student account. Attach as an Adobe PDF or Microsoft Word file to an email and send to nginfamanagers@in.ngb.army.mil, SUBJECT: Grades.
 - c. Screenshots of SM's grades from SM's online student account. Copy to a Microsoft Word file and email to nginfamanagers@in.ngb.army.mil, SUBJECT: Grades.
4. POC for this memorandum is 1LT Thompson, FTA Manager @ Commercial 317-964-7110 or kara.l.thompson@us.army.mil.


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CPT, AV
Education Services Officer